

~~CONFIDENTIAL~~

Sanitized - Approved For Release : CIA-RDP70-00211R000100210025-9 3

Chief of Logistics

10 July 1953

ATTN : Mr. [REDACTED]

Chief, General Services Office

25X1A9a

Proposed Building for CIA Records Center

1. In accordance with your request which has been approved by the Acting Deputy Director (Administration), it is requested that:

25X1A6d a. An appropriate site be selected at [REDACTED] of 25X1A6a the [REDACTED] for the following proposed building.

b. A one-story building, without basement, of reinforced concrete slab or concrete block construction. The building will initially comprise approximately 25,000 square feet of floor area (125' x 200' inside dimensions), expandable on both ends to approximately 70,000 square feet for the entire structure.

The building is to be completely fireproof with one main entrance and emergency escape doors as required by accepted fire safety standards. All doors are to be adequately protected against forced entry.

The plan will include one, 15' x 20' and two, 20' x 30' offices; two toilet rooms accommodating approximately 15 male and 15 female employees respectively; three dark room areas for which equipment is now available; a small guard room and a room for custodial supplies equipped with a service sink. The walls of the aforementioned rooms shall be of masonry construction; all other partitioning will be of expanded metal or wire mesh.

Owing to the security factors involved, the exterior walls should not be fenestrated. However, it is suggested that glass block be used in the office areas only to provide natural light.

Asphalt tile flooring will be provided in the offices, toilets and main aisles only. All other areas to have exposed concrete floors treated to resist dusting. No interior painting will be required except in the offices and the toilets.

In addition to hot and cold water and drainage for the toilets and custodial closet, it is required that hot and cold water and acid-proof drainage be installed for reproduction equipment, including offset, microfilm, photostat, mimeograph and other processes. Cold water and drainage will be provided for electric water coolers.

Sanitized - Approved For Release : CIA-RDP70-00211R000100210025-9

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Sanitized - Approved For Release : CIA-RDP70-00211R000100210025-9

Chief of Logistics

-2-

10 July 1953

As all-weather air conditioning system with humidity control is to be installed in the building. Fluorescent lighting will be used throughout. Provide a sufficient number of convenience and motor outlets and make arrangements for installation of telephone jacks at appropriate locations in the records storage areas. The plans will also include an alarm system for alerting the security officer of [redacted] in the event of an attempted forced entry. (The building is to be used as a CIA Records Center and shelving or reproduction equipment should not be included in these specifications.)

25X1A6d

c. It is requested that preliminary drawings (including site plan, floor plan and exterior elevations) and a cost estimate based on the above outline specifications be prepared and submitted to the Chief, General Services Office as soon as practicable.

SIGNED

[redacted]

25X1A9a

GSO/MIM:am (7 July 1953)

Rewritten by GSO/JDK:rk
(10 July 1953)

W.K.

Distribution:

- 2 - Addressee
- 2 - Gen. Ser. ✓
- 2 - Space, Maint.

*} chrono
Proposed Records Center ✓*

Sanitized - Approved For Release : CIA-RDP70-00211R000100210025-9

~~CONFIDENTIAL~~
Security Information